

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): TIS HAZARI COURTS
DELHI

CIRCULAR

As directed, in continuation of Covid19 Tests Camps held on dated 22nd June 2020 and 15th July 2020 in Tis Hazari Courts Complex, Delhi, all the Sr. Administrative Officers (Judicial), Administrative Officers (Judicial), Branch In-charges and Readers of the courts posted in Central and West Districts are hereby directed to provide the required status report/ information in respect of themselves and the officials working under their control or in their respective courts as per proforma annexed, Annexure A.

The required status report/information must be reached to the concerned Administration Branch of their district by July 21st, 2020, at 3.00 p.m.

Further, branch in-charges of Administration Branches of Central and West Districts are directed to collect and receive the required status report/ information in the proforma annexed from all branches and courts of their respective District and put-up in tabular format in the online meeting of "Committee For Welfare Of Officers and Officials During Corona Pandemic" on the same day at 7.00 p.m.



(Dr. Kamini Lau)
Presiding Officer, MACT-Cum-
Chairman, Committee For Welfare Of Officers
And Officials During Corona Pandemic.

Ref. NO. 16208-457 /CB/Covid19/ 2020

Dated : 20 July, 2020

Copy forwarded for information & necessary action to:-

20 JUL 2020

1. The Registrar General, High Court of Delhi, New Delhi.
2. Learned District & Sessions Judge (HQs), Delhi.
3. Learned District & Sessions Judge (West), Delhi.
4. All Ld. Judicial Officers of Central and West Districts, THC, Delhi.
5. The Sr.AO(J), Administration Branch I, II, III, Central & West, THC, Delhi with the direction to make immediate compliance.
6. **The Sr. AO(J)/AO(J)/DDO/Branch In-charges**, Central and West Districts, THC with direction to intimate all officials under their control and make immediate compliance.
7. **The Readers of the Courts**, Central and West Districts, THC with direction to intimate all officials posted in your concerned court and make immediate compliance.
8. Secretary, DLSA Central and DLSA West, THC with direction to intimate all officials under their control.
9. The R&I Branch, Central and West for uploading on Layers.
10. The PS to the undersigned.



Presiding Officer, MACT-Cum-
Chairman, Committee For Welfare Of Officers
And Officials During Corona Pandemic.

कार्यालय जिला एवं सत्र न्यायाधीश (केन्द्रीय व पश्चिम जिला) तीस हजारी न्यायालय, दिल्ली
OFFICE OF THE DISTRICT & SESSIONS JUDGE : CENTRAL & WEST DISTRICT : Tis Hazari, Delhi.

"Welfare Committee For Officers And Officials During Corona Pandemic"

न्यायालय या ब्रांच का नाम, कमरा संख्या व कुल कर्मचारियों की संख्या /
Name of Court or Branch, Room No. And Total No. Of Officials

Proforma/ प्रपत्र

कोविड19 टेस्ट की रिपोर्ट की स्थिति/
Status reports of Covid-19 test done

क्रमांक Sr. No.	अधिकारी (गैर न्यायिक)/ कर्मचारी का नाम/ Name of the officer/Official (श्री / सुश्री) (Sh./Ms.)	पद व मोबाइल नंबर/ Designation & Mobile Number	पिछली बार ऑफिस में किस तारीख पर आये हैं Date of Last Visit In The Office	क्या आपने हाल में कोरोना जांच करवाई है (हां या नहीं) (यदि हां तो तारीख भी बताएं) / Whether you have got yourself tested for Covid19 Recently (If Yes, mention the date of the test also)	परिणाम/ Result ऋणात्मक / Negative Or सकारात्मक / Positive
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* This Proforma is to be filled and submitted at the earliest in respect of Non Judicial Officers, Branch In-charge and Officials working in Courts and Branches in Central and West Districts, Tis Hazari Courts, Delhi.